



FOR CLERK USE ONLY

City Council

Item No. 20

CITY COUNCIL AGENDA FACT SHEET

Finance
Department

August 3, 2010

Requested Date

1. **Request:**

Council Approval ☐

Other (specify) ☐

Information Only/
Presentation ☒

Hearing ☐

2. **Requested Action:**

Overtime Report for FY 2010-11 thru July 13, 2010.

3. **Fiscal Impact:**

Revenue:

Increase ☐

Decrease ☐

Source: _____

Amount: _____

Cost:

Increase ☐

Decrease ☐

Source: _____

Amount: _____

Does Not Apply ☒

4. **Reviewed By:**

Finance Dept. on 7/27/2010

Comments: _____

By: [Signature]

City Attorney on _____

Comments: _____

By: _____

Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.

CLERK USE ONLY:

CITY COUNCIL DATE:

August 3, 2010

Action ☐

Consent ☐

Hearing ☐

Filing ☐

Presentation ☐

Other(specify) ☐

Reviewed by: City Clerk _____
Date _____

City Manager _____
Date _____

CITY OF CALEXICO PAYROLL OVERTIME REPORT
NON-PUBLIC SAFETY - F.Y. 2010/2011 thru JULY 13, 2010

G/L Account #	Description	Proposed Budget	Actual Expense	Balance	% Expended
101 51005 1120	GENERAL FUND OTH EARNINGS FT CITY CLERK	-	-	-	
101 51005 1161	GENERAL FUND OTH EARNINGS FT FINANCE ADM	-	-	-	
101 51005 1162	GENERAL FUND OTH EARNINGS FT CUSTOMER SERV	-	-	-	
101 51005 2111	GENERAL FUND OTH EARNINGS FT POLICE ADMIN	45,000	681	44,319	2%
101 51005 2120	GENERAL FUND OTH EARNINGS FT PARKING FACILIT	20,000	82	19,918	0%
101 51005 2130	GENERAL FUND OTH EARNINGS FT ANIMAL REGULAT	-	-	-	
101 51005 2320	GENERAL FUND OTH EARNINGS FT BLDG REGULATION	-	-	-	
101 51005 2330	GENERAL FUND OTH EARNINGS FT PLANNING	-	-	-	
101 51005 2340	GENERAL FUND OTH EARNINGS FT ENGINEERING	-	-	-	
101 51005 3120	GENERAL FUND OTH EARNINGS FT FACILITIES	1,200	37	1,163	3%
101 51005 3130	GENERAL FUND OTH EARNINGS FT FLEET	-	-	-	
101 51005 3142	GENERAL FUND OTH EARNINGS FT STREET SWEEPING	-	-	-	
101 51005 3143	GENERAL FUND OTH EARNINGS FT ST TRAFFIC SFTY	-	-	-	
101 51005 3160	GENERAL FUND OTH EARNINGS FT PARKS	-	-	-	
101 51005 4110	GENERAL FUND OTH EARNINGS FT LIBRARY	-	-	-	
101 51005 4130	GENERAL FUND OTH EARNINGS FT RECREATION	-	74	(74)	NO BUDGET
101 51005 4140	GENERAL FUND OTH EARNINGS FT COMMUNITY CENTR	3,000	72	2,928	2%
	Total for FUND 101 ---->	\$ 69,200	\$ 946	\$ 68,254	1%
210 51005 3141	SPECIAL GAS TAX OTH EARNINGS FT STREETS PAVED	-	-	-	
210 51005 3142	SPECIAL GAS TAX OTH EARNINGS FT STREET SWEEPING	-	155	(155)	NO BUDGET
215 51005 3141	TDA ARTICLE 8a OTH EARNINGS FT STREETS PAVED	-	-	-	
215 51005 3143	TDA ARTICLE 8a OTH EARNINGS FT ST TRAFFIC SFTY	-	-	-	
219 51005 6110	RDA ADMIN OTH EARNINGS FT RED AGENCY ADMI	-	287	(287)	NO BUDGET
262 51005 3142	HUTA R&T 7360 P OTH EARNINGS FT STREET SWEEPING	-	-	-	
406 51005 6121	LW/MOD INC HSG OTH EARNINGS FT RDA HSNG PROGRM	-	429	(429)	NO BUDGET
511 51005 5110	WATER OPERATING OTH EARNINGS FT UTIL SERV ADMIN	6,700	48	6,652	1%
511 51005 5142	WATER OPERATING OTH EARNINGS FT WATER TREATMNT	150,000	6,055	143,945	4%
511 51005 5143	WATER OPERATING OTH EARNINGS FT WATER DISTRIB	140,000	3,498	136,502	2%
554 51005 5131	WSTWTR OPER OTH EARNINGS FT WASTEWTR TRTMT	88,000	1,452	86,548	2%
554 51005 5132	WSTWTR OPER OTH EARNINGS FT WASTEWATER COLL	40,000	2,172	37,828	5%
	TOTAL NON-PUBLIC SAFETY OVERTIME EXPENSES - 7/13/2010	\$ 493,900	\$ 15,042	\$ 478,858	3%

CITY OF CALEXICO PAYROLL OVERTIME REPORT
PUBLIC SAFETY
F.Y. 2010/2011 thru JULY 13, 2010

G/L Account #	Description	Proposed Budget	Actual Expense	Balance	% Expended
101 51006 2111	GENERAL FUND OTH EARNGS SAFETY POLICE ADMIN	250,000	10,021	239,979	4%
101 51006 2210	GENERAL FUND OTH EARNGS SAFETY FIRE ADMIN	400,000	33,029	366,971	8%
	Total for FUND 101 ---->	\$ 650,000	\$ 43,050	\$ 606,950	7%

CITY OF CALEXICO PAYROLL OVERTIME REPORT
CONTRACT OVERTIME
F.Y. 2010/2011 thru JULY 13, 2010

101 51016 2111	GENERAL FUND CONTRACT OT POLICE ADMIN	\$ 884,197	\$ 18,289	\$ 865,908	2%

CITY OF CALEXICO PAYROLL OVERTIME REPORT
SUMMARY
F.Y. 2010/2011 thru JULY 13, 2010

	Proposed Budget	Actual Expense	Balance	% Expended
NON PUBLIC SAFETY	493,900	15,042	478,858	3%
PUBLIC SAFETY	650,000	43,050	606,950	7%
CONTRACT OVERTIME	884,197	18,289	865,908	2%
TOTAL OVERTIME EXPENSES	\$ 2,028,097	\$ 76,381	\$ 1,951,716	4%

Fiscal Year 2009/2010

Overtime Summary and Justification Report

FINANCE DEPARTMENT

CITY COUNCIL AGENDA REPORT

SUBJECT: Fiscal Year 2009-10 Overtime Justification

AGENDA DATE: August 3, 2010

PREPARED BY: Judith Hashem, Finance Director

APPROVED BY: Victor M. Carrillo, City Manager

INFORMATION ITEM:

BACKGROUND:

The Finance-Customer Service Division incurred no paid overtime during Fiscal Year 2009-10.

The Finance-Administration Department incurred \$659.08 under the category of Other Earnings. Until Fiscal Year 2010-11, the "Other Earnings" Account No. 51005 has included straight overtime, double time, differential, standby time, and a few other types of pay.

The amount incurred by Finance staff for July 2009 was \$215.57 and represented work on preparation of budget documents.

An amount of \$438.36 was paid in September 2009 to 2 staff members for "Employee of the Quarter" as their reward for performance, in accordance with the Personnel Rules & Regulations of the City.

The final amount paid in January 2010 of \$5.35 was retro-active pay for a staff member representing the difference between an old and new pay rate.

As of Fiscal Year 2010-11 we have established new accounts for "Overtime-PS" and "Overtime Non-PS" apart from the "Other Earnings" category, so that payroll will reflect those separate and distinct categories of overtime from all other pay types. The accounts will print under the Object Code 51004 "Overtime Non-PS" and Object Code 51017 "Overtime-PS". Object Code 51005 will continue to be used for the other pay types, such as differential pay and standby.

Report Date: 07/29/10
 Run Date...: 07/29/10 10:31
 Run by.....: JUDY HASHEM

City of Calexico
 S/L Trial Balance - Detail in the Order of \$
 For All Accounts
 With a Mask of 101 51005 1161

Page.: 1
 ID # GLTB
 CTL.: CAL

Beginning of.: July 1, 2009 (01-10) Thru Ending of.: June 30, 2010 (12-10)

G/L Account No							
Ctr	Cal.	Fiscl	Date	Jrnl	Line	Description	Credit
101	51005	1161				GENERAL FUND OTH EARNINGS FT FINANCE ADM	
						Balance July 1, 2009 (01-10)	.00
			Jul 2009 01-2010	07/16/09	06-00	0043 SP SUMMARY	215.37
			Sep 2009 03-2010	09/24/09	06-01	0042 SP SUMMARY	438.36
			Jan 2010 07-2010	01/14/10	06-01	0044 SP SUMMARY	5.35
			Annual Budget		659.00	Remaining Balance	- .08
						Activity ---->	659.08
						Balance June 30, 2010 (12-10)	659.08
						Total for FUND 101 ---->	659.08
						Total Detail Activity for FUND 101 ---->	659.08
						REPORT TOTAL ---->	659.08
						REPORT TOTAL for Detail Activity ---->	659.08

Fiscal Year 2009/2010

Overtime Summary and Justification Report

HUMAN RESOURCES DEPARTMENT

City of Calexico

Human Resources

Memo

To: Mayor and Council Members

Subject: Overtime report for fiscal year 2009-10 & July 2010

Date: August 3, 2010

The Human Resources Department for the Fiscal Year 2009-10 incurred a total of \$219.18 in overtime. The cost incurred was related to a staff member, Human Resources Technician, receiving a \$200.00 Employee of the Quarter Award which is charged to the overtime earnings account. The balance of \$19.18 is for overtime paid.

The current fiscal year of 2010-2011, no overtime has been incurred for the month of July 2010.

cc: Victor Carrillo, City Manager

From the desk of:

Rosalind Guerrero
Human Resources/Risk Management
Director

City of Calexico
608 Heber Avenue
Calexico, CA 92231
(760) 768-7436
Email: rozguerrero@calexico.ca.gov

REPORT.: 07/29/10
 RUN....: 07/29/10 TIME: 10:05
 Run By.: Rosalind Guerrero

City of Calexico
 Status Report with Encumbrance by DEPT
 for Calendar Period.: 07-09 Fiscal Period.: 01-10

PAGE: 001
 ID #: GLIS
 CTL.: CAL

DEPT #: 1170 Name: HUMAN RESOURCE Percent of Year Remaining: 92%

Revenue Description	Current Month	Year to Date Actual	<*> Annual Encumbrance	Annual Actual+Encum.	Annual Budget	Remaining Budget	Rem%
101 47027 GENERAL FUND IND.COST REIMB	5916.00	5916.00	65076.00	70992.00	5916.00	-65076.00	-999

Expense Description	Current Month	Year to Date Actual	<*> Annual Encumbrance	Annual Actual+Encum.	Annual Budget	Remaining Budget	Rem%
101 51001 GENERAL FUND REG HRS F T	7074.46	7074.46	88693.60	95768.06	10254.00	-85514.06	-834
101 51002 GENERAL FUND REG HRS P T	0.00	0.00	0.00	0.00	18.00	18.00	100
101 51005 GENERAL FUND OTH EARNINGS FT	0.00	0.00	219.18	219.18	0.00	-219.18	-999
101 51007 GENERAL FUND RETIREMENT	664.00	664.00	8311.13	8975.13	1315.00	-7660.13	-583
101 51008 GENERAL FUND O A S I	519.60	519.60	6501.35	7020.95	1208.00	-5812.95	-481
101 51009 GENERAL FUND GROUP INSURANCE	570.52	570.52	8433.25	9003.77	1918.00	-7085.77	-369
101 51010 GENERAL FUND WRKRS' COMP INS	22.64	22.64	283.05	305.69	37.00	-268.69	-726
101 51011 GENERAL FUND UNEMP INS	33.96	33.96	425.01	458.97	70.00	-388.97	-556
101 51012 GENERAL FUND LIFE INSURANCE	7.85	7.85	221.89	229.74	23.00	-206.74	-899
101 51015 GENERAL FUND WELLNESS BENFFT	15.38	15.38	15.38	30.76	25.00	-5.76	-23
101 52111 GENERAL FUND TELEPHONE	96.38	96.38	990.82	1087.20	100.00	-987.20	-987
101 52114 GENERAL FUND ELECTRICITY	196.91	196.91	2209.86	2406.77	183.00	-2223.77	-999
101 52118 GENERAL FUND BUILDING MAINT	98.67	98.67	1091.70	1190.37	100.00	-1090.37	-999
101 52131 GENERAL FUND OFFICE EXPENSE	57.15	57.15	1384.10	1441.25	125.00	-1316.25	-999
101 52201 GENERAL FUND INS & SURETY B	355.28	355.28	4623.06	4978.34	869.00	-4109.34	-473
101 52212 GENERAL FUND ADV & PROMOTION	0.00	0.00	0.00	0.00	125.00	125.00	100
101 52217 GENERAL FUND COMMUNICATIONS	56.71	56.71	40.92	97.63	125.00	27.37	22
101 52234 GENERAL FUND POSTAGE	7.86	7.86	415.22	423.08	41.00	-382.08	-932
101 53021 GENERAL FUND CONTRACT SRVS	39.95	39.95	569.45	609.40	425.00	-184.40	-43
101 53022 GENERAL FUND RENTS & LEASES	0.00	0.00	272.14	272.14	25.00	-247.14	-989
101 53034 GENERAL FUND I.T. SERVICES	157.84	157.84	894.68	1052.52	226.00	-826.52	-366
101 53036 GENERAL FUND USER LICENSES	624.96	624.96	234.32	859.28	197.00	-662.28	-336
101 54002 GENERAL FUND TRVL-CONF-MTGS	0.00	0.00	222.00	222.00	166.00	-56.00	-34
101 54013 GENERAL FUND EMPLOYMNT EXAMS	0.00	0.00	15.00	15.00	8.00	-7.00	-88
101 54015 GENERAL FUND ADVERTISING	0.00	0.00	0.00	0.00	125.00	125.00	100
101 54021 GENERAL FUND MEMBRSHIP & DUES	5786.00	5786.00	21.43	5807.43	500.00	-5307.43	-999
Total Expense ----->	16386.12	16386.12	126088.54	142474.66	18208.00	-124266.66	-682
DEPT TOTAL	-10470.12	-10470.12	-61012.54	-71482.66	-12292.00	59190.66	-482

<*> Annual Encumbrance figures Show This Periods Snapshot + Future Actuals
 <+> DEPT Total = Total of Revenues - Total of Expenses

REPORT.: 07/29/10
RUN....: 07/29/10 TIME: 10:08
Run By.: Rosalind Guerrero

City of Calexico
Status Report with Encumbrance by DEPT
for Calendar Period.: 07-10 Fiscal Period.: 01-11

PAGE: 001
ID #: GLIS
CTL.: CAL

DEPT #: 1170

Name: HUMAN RESOURCE

Percent of Year Remaining: 92%

Expense Description	Current Month	Year to Date Actual	<*> Annual Encumbrance	Annual Actual+Encum.	Annual Budget	Remaining Budget	Rem%
01 51001 GENERAL FUND REG HRS F T	9313.07	9313.07	0.00	9313.07	0.00	-9313.07	-999
01 51007 GENERAL FUND RETIREMENT	730.87	730.87	0.00	730.87	0.00	-730.87	-999
01 51008 GENERAL FUND O A S I	700.96	700.96	0.00	700.96	0.00	-700.96	-999
01 51009 GENERAL FUND GROUP INSURANCE	563.19	563.19	0.00	563.19	0.00	-563.19	-999
01 51010 GENERAL FUND WRKRS' COMP INS	29.80	29.80	0.00	29.80	0.00	-29.80	-999
01 51011 GENERAL FUND UNEMP INS	45.81	45.81	0.00	45.81	0.00	-45.81	-999
01 51012 GENERAL FUND LIFE INSURANCE	11.64	11.64	0.00	11.64	0.00	-11.64	-999
Total Expense ----->	11395.34	11395.34	0.00	11395.34	0.00	-11395.34	-999
<*> DEPT TOTAL	-11395.34	-11395.34	0.00	-11395.34	0.00	11395.34	999

<*> Annual Encumbrance figures Show This Periods Snapshot + Future Actuals
<*> DEPT Total = Total of Revenues - Total of Expenses

Fiscal Year 2009/2010

Overtime Summary and Justification Report

GENERAL SERVICES DEPARTMENT

City of Calexico

General Services Department



Office of the Operations & Maintenance Division ♦ From the desk of Peter Castro
Phone (760)768-2160 ♦ Fax (760)768-0992

Date: July 27, 2010

To: City Council

From: Peter Castro, Maintenance & Operations Supervisor

Re: Overtime Report for FY2009-2010

The General Services Department paid \$10,132.35 in overtime for FY2009-2010, the overtime worked this year was due to the April earthquake.

If you should have any questions, please don't hesitate to contact me at (760) 768-2108



Fiscal Year 2009/2010

Overtime Summary and Justification Report

REDEVELOPMENT AGENCY

EARTHQUAKE RELATED OVERTIME - REDEVELOPMENT AGENCY - HOUSING DEPARTMENT

MONTH	YEAR	COST	REASON
APRIL	2010	\$ 2,306.89	EARTHQUAKE - EMERGENCY SERVICE
MAY	2010	\$ 1,395.89	EARTHQUAKE - EMERGENCY SERVICE
JUNE	2010	\$ 515.88	EARTHQUAKE - EMERGENCY SERVICE
	2010		EARTHQUAKE - EMERGENCY SERVICE
		\$ 4,218.66	

OVERTIME COMMUNITY DEVELOPMENT

MONTH	YEAR	COST	REASON
JULY	2009	433.76	ECONOMIC DEVELOPMENT MEETINGS
AUGUST	2009	216.88	ECONOMIC DEVELOPMENT MEETINGS
DECEMBER	2009	27.11	ECONOMIC DEVELOPMENT MEETINGS
JUNE	2010	433.76	TRIP TO LAS VEGAS & ECONOMIC DEV. MEETINGS
		\$ 1,111.51	

Fiscal Year 2009/2010

Overtime Summary and Justification Report

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

Engineering Department Overtime (NOT Earthquake Related)

MONTH	YEAR	COST	REASON (Mtg., Deadline, short staffed d/t illness or vacation, etc.)
July	2009	0	
August	2009	0	
September	2009	0	
October	2009	254.08	Deadlines for Grant Submissions and Reporting
November	2009	441.46	Deadlines for Grant Submissions and Reporting
December	2009	371.59	Deadlines for Grant Submissions and Reporting
January	2010	69.84	Special Inspections
February	2010	755.26	Deadlines for Grant Submissions and Reporting
March	2010	123.38	Deadlines for Grant Submissions and Reporting
April	2010	38.59	Deadlines for Grant Submissions and Reporting
May	2010	284.19	Deadlines for Grant Submissions and Reporting
		93.12	Special Inspections
June	2010	0	
TOTAL		\$2,432	

Planning Department Overtime (NOT Earthquake Related)

MONTH	YEAR	COST	REASON (Mtg., Deadline, short staffed d/t illness or vacation, etc.)
July	2009	170.82	Planning Commission Meetings
August	2009	0	
September	2009	0	
October	2009	106.77	Planning Commission Meetings
November	2009	0	
December	2009	0	
January	2010	149.48	Planning Commission Meetings
February	2010	42.71	Planning Commission Meeting
March	2010	0	
April	2010	0	
May	2010	179.28	Planning Commission Meeting
June	2010	134.46	Planning Commission Meeting
TOTAL		\$784	

Building Department Overtime (NOT Earthquake Related)

July 2009 - June 2010	0	No Overtime Worked
-----------------------	---	--------------------

Earthquake Related Overtime - Building Department

MONTH	YEAR	COST	REASON
April	2010	421.02	EARTHQUAKE - EMERGENCY SERVICE
	2010	228.04	EARTHQUAKE - EMERGENCY SERVICE
	2010	1029.16	EARTHQUAKE - EMERGENCY SERVICE
	2010	1192.89	EARTHQUAKE - EMERGENCY SERVICE
	2010	273.63	EARTHQUAKE - EMERGENCY SERVICE
	2010	1824	EARTHQUAKE - EMERGENCY SERVICE
	2010	2143.47	EARTHQUAKE - EMERGENCY SERVICE
	2010	222.3	EARTHQUAKE - EMERGENCY SERVICE
	2010	83.38	EARTHQUAKE - EMERGENCY SERVICE
	2010	311.22	EARTHQUAKE - EMERGENCY SERVICE
	2010	1383.82	EARTHQUAKE - EMERGENCY SERVICE
TOTAL		\$9,113	EARTHQUAKE - EMERGENCY SERVICE

Earthquake Related Overtime - Planning Department

MONTH	YEAR	COST	REASON
	2010	747	EARTHQUAKE - EMERGENCY SERVICE
	2010	1636.18	EARTHQUAKE - EMERGENCY SERVICE
	2010	285.42	EARTHQUAKE - EMERGENCY SERVICE
TOTAL		\$2,669	EARTHQUAKE - EMERGENCY SERVICE

Earthquake Related Overtime - Engineering Department

MONTH	YEAR	COST	REASON
April	2010	129.81	EARTHQUAKE - EMERGENCY SERVICE